

# **General Counsel AD-0905-00 Job Announcement**

General Counsel – Arlington, VA

## **INTRODUCTION:**

This position is located in the Arlington, VA, Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR), and reports directly to the Inspector General (IG).

The General Counsel (GC) serves as the agency's chief legal officer, with principal responsibility over all litigation and investigative matters. Also provides advice and review to the Assistant Inspectors General for Audits and Investigations to determine if any criminal activity may have occurred from their work products and facilitates all necessary requirements for the transfer of these work products to the Department of Justice for appropriate action.

## **MAJOR DUTIES:**

Provide legal advice and services to the IG and members of the staff. The GC is the legal expert in the organization on all litigation and criminal matters relating to the agency's authority and operations. The GC renders definitive legal opinions on litigation and investigation concerning SIGAR.

Provide on-the-spot oral opinions and legal interpretations on matters which require immediate decisions concerning all litigation matters.

Assist in preparing the IG and members of the staff before testifying before Congressional committees. Represent interests of the IG in direct dealings with members of Congressional committees and Committee staff. Provide advice and legal opinions on matters which have an impact on substantive and operational programs. Make recommendations to the IG directly or indirectly when conducting official business at all operating levels.

Provide legal advice concerning special inquiries into allegations of reprisal, senior official misconduct and sexual harassment.

## **Knowledge Requirements:**

Must be a fully qualified attorney admitted to the bar of the highest court of a State or a Federal court, and must have extensive experience as an attorney handling general legal matters of considerable complexity. The difficulty of the legal policy and factual issues within the responsibility of the GC requires a very broad range of knowledge and experience.

As chief adviser to the IG within his functional area of responsibility, the GC must possess comprehensive knowledge and stay abreast of developments in the numerous fields of law and policy for which he/she is responsible.

Must possess thorough familiarity with the policies, procedures and operations of the SIGAR, DOD, DOS, DOJ, and its Components. Possess sound judgment as to the need for changes, and care in preparing and reviewing official documents and opinions relating to them. A

particular requirement is thorough knowledge of the area of law relating to the functions of the Special Inspector General.

Must possess abilities required to respond to matters involving Congress and must possess exceptional judgment and discretion in this regard as well as a thorough understanding of the legislative and oversight process. The GC must have foresight and vision in recognizing the need for new laws, amendments to existing laws, and changes to current policies and regulations. He/she must be constantly vigilant to ensure that administrative action is promptly taken to discharge all responsibilities of the SIGAR.

### **Key Requirements:**

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a Top Secret clearance.

Work is performed in an office environment. May require extended hours to include the performance of duties during the weekends and travel with extended stays in Afghanistan. In support of this travel, the General Counsel will be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by electronic transmission, to [jobs@sigar.mil](mailto:jobs@sigar.mil) or fax 703-602-8753 Attention: Human Resources- General Counsel Announcement.**